

Training Information:

For an updated listing of educational offerings, please visit our website at www.memun.org or call our automated training hotline at (207) 624-0117.

Certification Information:

This course applies to the Maine Town, City and County Management Association Certification Program as 4 credits in the Elected Relations category.

About MMA:



Maine Municipal Association
60 Community Drive
Augusta, ME 04330

*MMA is located off I-95, Exit 112A Northbound,
Exit 112 Southbound, behind the*

*Augusta Civic Center
1-800-452-8786*

*Local Area (207) 623-8428
www.memun.org*

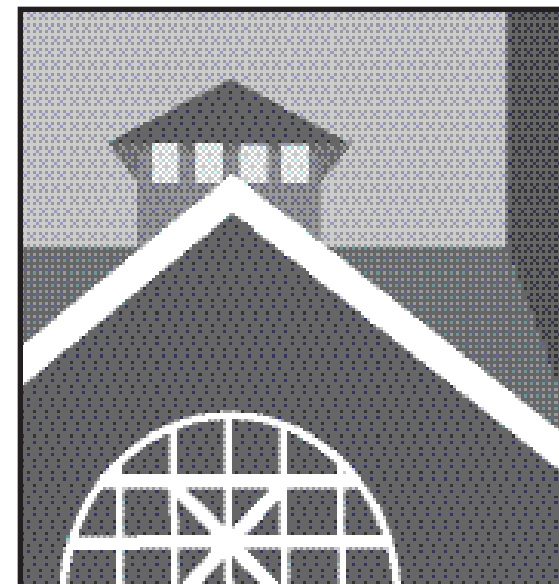
The Maine Municipal Association (MMA) is a voluntary membership organization offering an array of professional services to municipalities and other local governmental entities in Maine. MMA is a non-profit, non-partisan organization governed by an Executive Committee elected from its member municipalities. Founded in 1936, MMA is one of 49 state municipal leagues that, together with the National League of Cities, are recognized at all governmental levels for providing valuable services and advocating for collective municipal interests.

The Maine Municipal Association has a core belief that local government is a fundamental component of a democratic system of government. MMA is dedicated to assisting local governments, and the people who serve in local government, in meeting the needs of their citizens and serving as responsible partners in the intergovernmental system.

MMA's services include advocacy, education and information, professional legal and personnel advisory services, and group insurance self-funded programs.

DIETARY REQUIREMENTS

We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.



Roles of Elected Officials & Municipal Managers

2019

Tuesday, October 15, 2019

4:00 pm – 8:30 pm
Bridgton Town Hall
Bridgton, ME



Presented By
Maine Municipal Association

2019 Roles of Elected Officials & Municipal Managers



Date & Location:

Bridgton
 Tuesday, October 15, 2019
 Bridgton Town Hall
 3 Chase St., Ste 1
 Bridgton, ME 04009

PRESENTERS:

Pam Plumb
 Co-Founder of GreatMeetings! Inc.

Don Gerrish
 Eaton Peabody Consulting Group

David Barrett
 Director of Personnel &
 Labor Relations, MMA

STORM POLICY: If there is inclement weather, a decision to postpone will be made by 5:00 pm the day prior to the workshop. MMA encourages attendees to check the MMA website or call the training hotline at (207) 624-0117 before departing for any MMA events to ensure that the event schedule has not changed.

ADA MESSAGE: In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

Who Should Attend:

This workshop is geared for municipalities with Manager/Administrator form of government. Councilors, selectmen, managers and administrators: this workshop will focus on the differing roles and responsibilities of elected officials (selectpersons/councilors) and appointed officials (managers and administrators), including key responsibilities, legal requirements, personnel issues, communication and goal setting. It will help elected and appointed officials run an effective hiring process and understand their respective roles, their differing needs and how to work smoothly together. It will provide insight and understanding as well as specific ideas and tools to bring back to your municipality.

Course Information:

Registration: 4:00-4:30 pm / **Workshop:** 4:30-8:30 pm / **Light Meal (break):** 6:00-6:30 pm

Topics Include:

- Clarity of Roles and Responsibilities • Open Communication • Understanding Mutual Needs
- Managing Expectations • Techniques and Protocols • Effective Hiring Process

Pamela Plumb is co-founder of Great Meetings! Inc. and co-author of "Great Meetings! Great Results, Practical Guide to the Preparation and Facilitation of Productive Meetings." She is also the principal in Pamela Plumb & Associates, which provides process, facilitation and organizational development consulting and training for a wide variety of public, non-profit and business clients. She helped develop and deliver the Governing Skills Program for the MMA and has worked with many local governments on long range planning, helping councils and school boards work together, and managing Council - Manager relations. Pamela also spent eleven years in local politics serving as a City Councilor and Mayor in Portland, Maine and served as President of the National League of Cities for a year.

Don Gerrish has been involved in all aspects of Town and City Management in the State of Maine for 37 years. He is retired from the Town of Brunswick after serving 19 years as its Manager. Don also managed the Town of Gorham for 10 years. He has also worked in Auburn and Rockland. In 1993 he was elected by his peers from all over the world to serve on the Board of the International City/County Managers Association as a Regional Vice-President and was chosen by the membership in 1996 to serve as the Association's President. This allowed him to travel throughout the United States and Europe meeting managers and discussing issues facing themselves and their communities.

Since joining Eaton Peabody Consulting Group Don has assisted communities in hiring managers. He has worked with a number of Town/City Councils and Boards of Selectmen to improve their working relationships with each other, the manager and municipal staff.

David Barrett is currently Director of Personnel Services and Labor Relations for the Maine Municipal Association, responsible for providing Human Resource and Labor Relations consulting to Maine cities and towns, and for managing the internal HR functions of the Association. He has worked at MMA since 1985, after graduating from Miami University in Oxford, Ohio with a degree in Public Administration and Political Science and graduate work at the University of Illinois in Labor Relations. Consulting responsibilities include extensive Executive Search projects for Maine municipalities – primarily Town and City Managers, Collective Bargaining on behalf of client members, and training and other human resource projects.

Registration Confirmation/Directions:

Confirmation of class registration will be sent out one week prior to the start of the event. If an email has been provided, the confirmation will be sent electronically. If no email is on file, the confirmation will be mailed to the billing address provided on the registration form. Directions to the facility can be found on the MMA website at: <http://www.memun.org/TrainingResources/WorkshopsTraining/DirectionsToEvents.aspx>.

Questions/Cancellations:

Cancellation notification must be given in writing at least 3 business days before the session. Any cancellation received within that 3-day window will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

Visit www.memun.org for updates & to register online

2019 Roles of Elected Officials & Municipal Managers

FEE: MMA Member Municipality/Patron: \$55.00
 Non-Member Municipality: \$110.00

Please make check payable to:
 Maine Municipal Association
(Fee includes workshop materials and light meal)

WEB: You can register online on MMA's website: www.memun.org; or complete the form below and send via:

FAX: (207) 624-0128

MAIL: Maine Municipal Association
 ATTN: Educational Services
 60 Community Drive, Augusta, ME 04330.

Please register the following person(s) from: (municipality):

Billing Address: _____

Registrant Information:

① Full Name: _____

Title: _____

Tel: _____

Fee: \$55.00 (member) \$110.00 (non-member)

Email: _____

② Full Name: _____

Title: _____

Tel: _____

Fee: \$55.00 (member) \$110.00 (non-member)

Email: _____

Please duplicate form if registering more than two people.
